

How to Locate Incomplete CCFA Attendance



Basic Steps to Locate incomplete attendance in CCFA



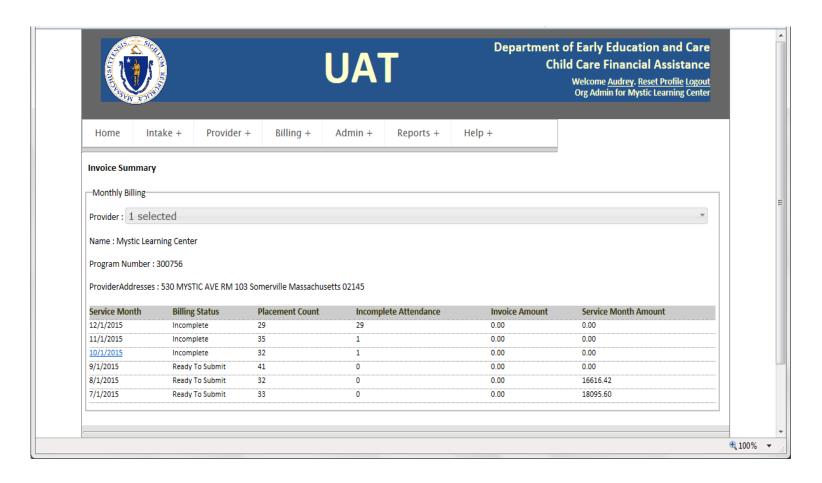
- Login to CCFA
- Go to "Submit Monthly Billing" under the Provider menu.
- The "Billing Status" must say "complete". If it does not, a hyperlink will appear for the service month;
- click that link to view the attendance, and
- click "Save and Review" for the list of children whose attendance is incomplete.

Submit Monthly Billing



This page displays the Invoice Summary with Placement counts and the Incomplete attendance record counts. Click on the blue link to get to the Attendance page.

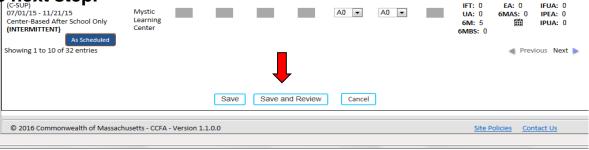
You must start with the earliest service month. In the example below, that is 10/1/2015



To find the Records with Incomplete Attendance



When Save and Review is selected on the attendance page, CCFA starts the validation for attendance and displays reasons preventing attendance from advancing to the next step.



A message displays the name of the child (ren) with incomplete or inaccurate attendance.

Use Filter by to search and find a specific child.

Complete or correct the attendance, Save and Review and repeat these steps for each service month showing incomplete attendance.

